

YOU ARE INVITED TO THE



NEW MICRO ENTERPRISE (ME) USAGE REPORT TRAINING

TRAINING FOR DEPARTMENTAL PROCUREMENT LIAISONS

WHO - Group 1

- ADA Coordination
- Administrative Office of the Courts
- Animal Services
- Audit & Management Services
- Art in Public Places
- Board of County Commissioners
- Building Code Compliance Office
- Building Department
- Community Action Agency
- Community Relations
- County Attorney's Office
- Community & Economic Development
- Capital Improvements Construction
- County Manager
- Citizens Independent Transportation
- County Manager's Office
- Clerk of the Courts
- Commission on Ethics and Public Trust
- Communications
- Consumer Services Department
- Commission Support Staff
- Department of Cultural Affairs
- Department of Business Development
- Department of Environmental Resource Management
- Department of Human Services
- Department of Planning & Zoning

WHEN: August 24 or 25, 2005
(RSVP is required 48 hours in advance)

TIME: 10:00 a.m. - 12:00 p.m.

WHERE: Department of Business Development
111 NW 1st Street, 19th Floor
Miami, Florida 33128

WHO: Group 2

- Elections Department
- County Manager Office Executive Policy Support
- Emergency Operation Center
- Employee Relations Department
- Enterprise Technology Services
- Empowerment Zone
- Office of Fair Employment Practices
- Finance Department
- Food Service Bureau
- Guardian AD-LITEM
- General Obligation Bond
- General Service Administration
- Housing Finance Authority
- Miami-Dade Homeless Trust
- Independent Review Panel
- International Trade Consortium
- Juvenile Assessment Center
- Legislative Delegation Office
- Miami-Dade Library
- Miami Art Museum
- Mayor's Office
- Miami-Dade Airport
- Corrections & Rehabilitation Department
- Miami-Dade Fire Rescue
- Miami-Dade Housing Agency

WHEN: September 1 or 2, 2005
(RSVP is required 48 hours in advance)

TIME: 10:00 a.m. - 12:00 p.m.

WHERE: Department of Business Development
111 NW 1st Street, 19th Floor
Miami, Florida 33128

WHO - Group 3

- Miami-Dade Law Library
- Miami-Dade Police Department
- Park & Recreation
- Miami-Dade Transit
- Medical Examiner's Department
- Historical Museum of Miami
- Metro-Miami Action Plan
- Metro Planning Organization
- Office of Agenda Coordination
- Office of Commission Auditor
- Office of Countywide Healthcare
- Office of Community Relations
- Office of the Chair
- Office of Historic Preservation
- Office of Intergovernmental Affairs
- Office of Inspector General
- Office of Strategic Business Management
- Office of Safe Neighborhood Parks
- Office of Water Management
- Performing Arts Center
- Property Appraisal
- Public Works Department
- Seaport
- South Florida Employment & Training
- Solid Waste Management
- Team Metro
- Urban Revitalization Task Force
- Vizcaya
- Water & Sewer Department

WHEN: September 8 or 9, 2005
(RSVP is required 48 hours in advance)

TIME: 10:00 a.m. - 12:00 p.m.

WHERE: Department of Business Development
111 NW 1st Street, 19th Floor
Miami, Florida 33128

R.S.V.P - Please contact

Yesenia Gomez (Department of Business Development)

@ 305-375-3125 or via e-mail @ yeseng@miamidade.gov